

06 FEB 1984

MEMORANDUM FOR: Chief, Information & Management Staff, OL

FROM: [REDACTED]

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Chief, Logistics Services Division, OL

SUBJECT: FY 1986 Standard Support Requirements

REFERENCE: Memo to Multiple Addressees, from C/I&MSS/OL,
dtd 25 Jan 84, same subject (OL 4021-84)

We have reviewed reference document and submit the following for FY 1985:

1. In the section for Logistics (page 10, paragraph 2B, Logistics) of the SSR document it is stated that the cost of a basic workstation and required secure storage is \$934 per individual. We submit that the cost of metal furniture averages \$420 a set, and cost of wood furniture will average \$605 a set. The cost of secure storage is \$500 each for conserv-a-files, \$700 for a two-drawer safe, and \$1,100 for a five-drawer safe. Based on the above, the more realistic cost should be between \$1,120 a set to \$1,305 a set.

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2. In the same paragraph in the section dealing with other costs, it is stated that OL will require, for every 100 additional employees, non-personnel service funds in the amount of \$675,000. The Division believes this figure, too, should be raised for FY 1985 based on the following:

a. Cost of furniture and safes no change - \$135,000.

b. Cost of consumable supplies, motor pool, printing and photography be expanded to cover the O&M custodial costs for the complex, which is approximately \$170 per person. This would, therefore, increase the cost from \$1,050 per person to \$1,220 per person for a total of \$122,000 for every increase of 100 people.

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